

BASIC HIPAA TEST

INSTRUCTIONS:

Answer the following TRUE or FALSE questions.

1. The Privacy Rule applies to written client medical records only.
T or F
2. Administrative staff or volunteers– rather than direct service staff – do not need to be concerned with HIPAA’s Privacy Rule.
T or F
3. HIPAA’s Privacy Rule allows individuals to see and receive copies of their medical records.
T or F
4. HHS is required to show its Notice of Privacy Practices only to clients who ask for it.
T or F
5. The Privacy Rule applies in a case where a computer programmer working on contract for HHS calls up client mental health records while building a database.
T or F
6. Generally speaking, it’s best to go ahead and obtain the complete medical record when requesting client health information.
T or F
7. A volunteer who works on our site for just a few days needs to complete the basic HIPAA training.
T or F
8. If the client’s name and social security number have been removed from a document, we no longer have to protect the document because it does not contain client identifying information.
T or F
9. The HIPAA Privacy Rule was not designed to create a barrier to health care and permits providers to use, share and disclose information for the purpose of treating clients, obtaining reimbursement for services and for health care operations.
T or F
10. One of the objectives of the HIPAA Privacy Rule is to ensure that clients understand how health care providers will use their protected health information.
T or F

11. Records containing protected health information must be locked away even if you leave your office for a very short time.

T or F
12. A cover sheet with a confidentiality statement must be used every time a document with client information is sent by fax.

T or F
13. Electronic data containing client information may not be removed from the office without permission from HHS management.

T or F
14. Lab results and other medical information can be left on a client's home answering machine without his or her permission.

T or F
15. HHS staff who are sending email to one another within the County's Outlook system about a mutual client may only send the information in a password protected attachment.

T or F
16. HHS Staff who work in a program that does not handle any health information about clients do not need to be as concerned about protecting the client information.

T or F
17. As long as you have up to date virus protections on your home computer, you can work with client information at home and save client information on your home computer.

T or F
18. If you can't find your laptop and suspect that it has been stolen, you should immediately report the incident to the HHS Security Contact.

T or F
19. When disposing of documents that contain client identifying information, you must be sure to shred them.

T or F
20. The main focus of the HHS Safeguarding Policy is to protect the written information that we have in a client's file.

T or F

